

**UNITED STATES INTELLIGENCE BOARD**

**OFFICE OF THE EXECUTIVE SECRETARY**

1 December 1966

**MEMORANDUM FOR USIB SECRETARIAT**

**SUBJECT** : Assignment of Primary Duties

**REFERENCE** : Memorandum for USIB Secretariat, same subject,  
dated 27 September 1965

1. This memorandum supersedes the reference as a restatement of the assignment of primary duties to be performed under my supervision. "Primary" is used to denote normal responsibility, unless otherwise stated. In the event out of balance work loads develop, I will temporarily shift duties to smooth out the work flow. I would expect, however, that each member would routinely keep abreast of the total Secretariat business, in order to take over items in the event a realignment of duties is temporarily necessary.

2. All phases of Secretariat responsibility accompany primary duty assignments, and in effect, each USIB paper or action on the assigned subjects should be considered an individual project, to be managed from its inception to final completion of all Secretariat or USIB actions required. This includes the reviewing, analyzing and editing of papers for the USIB received in the Secretariat to assure that they are appropriate as to form and substance for consideration by, or information of the Board. It also includes the preparation of drafts of transmittal memoranda (including vote sheet actions) for signature of the Executive Secretary, information concerning agenda items, drafting of Board minutes and decisions as well as Secretary's Notes and "follow up" actions, including drafting of USIB Action Memoranda when required. "Follow up" involves communication of USIB decisions or instructions in appropriate form to all who need them for guidance or action, as well as assuring that deadlines or due dates are met. I believe this "across the board" responsibility will expedite our handling of Board business and will reduce the possibility of failure to complete all necessary action on each subject.

3. Until further notice, primary duty assignments will be as follows:

a. [REDACTED], Deputy  
Executive Secretary

25X1

COMOR type Items  
CCPC Items  
GMAIC Items

b. [REDACTED] Assistant  
Executive Secretary (SIGINT)

25X1

USIB SIGINT Items

c. [REDACTED] Assistant Executive  
Secretary

All other items not mentioned in  
a. or b. above or d. below

d. [REDACTED] Intelligence Assistant

BNE recommendations regarding release  
of NIEs or SNIEs to foreign governments.  
Maintenance of the official record regarding  
the status of all pending USIB items.

4. While keeping me promptly informed regarding all papers and projects received or being worked on in the Secretariat, papers or other data should normally be routed for appropriate action in accordance with the above primary duty assignments.

[REDACTED]  
Executive Secretary

25X1A

USIB/S/JSL/mb

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